

BILL NO. S-97-04-13

SPECIAL ORDINANCE NO. 41-97

**AN ORDINANCE amending Special Ordinance No. S-69-96 which fixes the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1997.**

**WHEREAS**, the 1997 Ordinance No. S-69-96 which fixes the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne is amended to add part-time positions.

**NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

**SECTION 1.** That Special Ordinance (S-69-96) is amended to reflect the following changes:

**SECTION 2.** That the following scales of Minimum, Median and Maximum Salaries are fixed and authorized as scales for approved labor grades. It shall be the City's policy that no employee shall be paid below the minimum and the maximum hereby will not be exceeded, except for approved shift differentials, approved longevity pay, approved overtime pay, approved technical skill pay, approved educational bonus, approved clothing allowance, approved previously accrued vacation payoff, sick time, FLSA earned compensatory time or approved car allowance.

SEE EXHIBITS "A," "B," AND "C" ATTACHED HERETO AND MADE A

PART HEREOF IN ITS ENTIRETY

These scales, as reflected on Exhibits "A," "B," and "C" are an attempt to maintain an orderly, consistent and competitive pay policy. Actual adjustments in salaries within amounts fixed herein by Council will result from 1) any general increase to be specified

subsequent to adoption of this Ordinance, and/or 2) any adjustment to the base pay representative organization for an individual's labor grade, and/or 3) progression to a level specified in an approved collective bargaining agreement between the City of Fort Wayne and a recognized bargaining unit.

**SECTION 3.**

**ADD:**

**PART-TIME/SEASONAL/TEMPORARY POSITIONS (EXHIBIT "B")**

<b><u>LG</u></b>	<b><u>DIVISION/DEPARTMENT</u></b>
	<b><u>DIVISION OF PUBLIC SAFETY</u></b>
	<b>HUMAN RESOURCES</b>
1	Human Resource Assistant/Intern
1	HR Clerical Assistant/Records Retention Intern
	<b>WEIGHTS &amp; MEASURES</b>
1	Summer Intern/Deputy Inspector
	<b>ANIMAL CARE &amp; CONTROL</b>
1	Humane Education Assistant
1	Adoption Assistant
1	Kennel Attendant (Permanent Part-Time)
	<b><u>DIVISION OF PUBLIC WORKS</u></b>
	<b>TRANSPORTATION ENGINEERING</b>
1	Clerical Aide (Intern)
	<b>TRAFFIC ENGINEERING/SIGNAL DIVISION</b>
1	Signal Division Helper (Summer Intern)
1	Sign Division Helper (Summer Intern)
1	Traffic Counter (Summer Intern)
1	Technician (Part-Time)

**TECHNICAL SERVICES**

1 Seasonal Office Employee  
2 Seasonal Field Employee  
3 Intern (Part-Time)

**STREET DEPARTMENT**

2 Leaf Pick-Up Laborer (Seasonal)

**DIVISION OF PUBLIC UTILITIES**

**UTILITIES ADMINISTRATION**

1 Public Information Intern  
3 Intern/Special Projects  
1 Clerk/Summer Intern

**WPC PLANT**

1 Groundskeeper (Seasonal)  
1 Receptionist/Typist (Part-Time)  
2 Laboratory Intern  
2 Intern/Clerical  
5 Gatekeeper (Seasonal)

**METER READING**

3 Meter Reader (Seasonal)

**CUSTOMER RELATIONS**

5 Customer Relations Representative  
(Permanent Part-Time)  
1 Customer Service Intern

**DIVISION OF FINANCE & ADMINISTRATION**

**PAYROLL SERVICES**

7 Benefits Specialist



**CONTROLLER'S OFFICE**

- 1 Accounting Intern  
1 Finance & Administration Intern

**DIVISION OF THE MAYOR**

**MAYOR'S OFFICE**

- 2 Executive Secretary (Part-Time)  
Public Information Office

**METROPOLITAN HUMAN RELATIONS COMMISSION**

- 1 Receptionist/Typist (Temporary)

**INTERNAL AUDIT**

- 2 Intern/Staff Auditor

**DIVISION OF THE CITY CLERK**

- 1 Receptionist/Clerk

**DIVISION OF COMMUNITY & ECONOMIC DEVELOPMENT  
PLANNING DEPARTMENT**

- 2 Tax Reversion Program Intern  
1 Research Assistant (Part-Time Temporary)  
1 Land Use Management Intern  
1 Historic Preservation (Summer Intern)

**NEIGHBORHOOD CODE ENFORCEMENT**

- 1 Exterior Paint Program Coordinator  
(Full-Time Seasonal)  
1 Paint Program Intake Clerk  
(Seasonal)  
1 Weed Program Inspector  
1 Weed Control Coordinator

**HANDS**

- 1 Construction Intern

**COMMUNITY & ECONOMIC DEVELOPMENT**

1                   1       Intern  
2  
3                   15       CDC Servicing Consultant (Part Time)  
4                   1       Tax Reversion Property Manager  
                              (Seasonal-Temporary)  
5                   1       Policy Research Assistant (Summer Intern)  
6                   1       C&ED Intern

**COMPLIANCE**

7  
8                   1       Compliance Aide

**FORT WAYNE PARKS & RECREATION**  
**SEASONAL & PART-TIME**

See Attached Exhibit "C"

11                   **SECTION 2.**     That this ordinance shall remain in full force and effect from and after  
12 its passage and any and all necessary approval by the Mayor and shall apply to all agreements  
13 entered only after its effective date.

14  
15                   \_\_\_\_\_  
                              Council Member

16 APPROVED AS TO FORM AND LEGALITY

17                   \_\_\_\_\_  
18 J. Timothy McCaulay, City Attorney

EXHIBIT "B"

NEW SALARY RANGES - FOR 1997

PART TIME/SEASONAL & TEMPORARY

LABOR GRADE, MINIMUM/MEDIAN/MAXIMUM

1	\$ 5.00	\$ 7.01	\$ 8.26
2	\$ 6.48	\$ 7.89	\$ 9.29
3	\$ 7.20	\$ 8.76	\$10.33
4	\$ 7.92	\$ 9.64	\$11.36
5	\$ 8.64	\$10.52	\$12.39
6	\$ 9.36	\$11.39	\$13.43
7	\$10.08	\$12.27	\$14.46
8	\$10.80	\$13.15	\$15.49
9	\$11.50	\$14.01	\$16.52
10	\$12.24	\$14.90	\$17.56
11	\$12.96	\$15.77	\$18.59
12	\$13.68	\$16.81	\$19.93
13	\$14.40	\$17.53	\$20.66
14	\$15.12	\$18.40	\$21.69
15	\$15.84	\$19.28	\$22.72

**FORT WAYNE PARKS & RECREATION  
1997 SEASONAL AND PART-TIME WAGE RATES**

**I. Skill Level**

	<u>1997</u>
1st year	6.00
2nd year thru 4th year	6.25
5th year or longer	6.50

Includes:

Pool Staff (non-certified)	Theatre Attendant	Recreation Center Staff
Playground Staff	Tennis Staff	Golf Course Maintenance
Clerical Staff	Ice Arena Staff	Maintenance (3 to 4
Hurstown Attendant	Zoo Staff	months)
Buildings and Grounds Staff	Forestry Staff	
Landscape Staff	Horticulture Staff	

**Specialized Maintenance Positions** (Super Seasonals) \$6.50-\$7.50: Pay rate established upon recommendation of the Superintendent and approved by the Director of Parks and Recreation. May include, but is not limited to, Night Utility Men, Seasonal Team Leaders and Interns.

**II. Skill Level**

	<u>1997</u>
1st year	6.75
2nd thru 4th year	7.00
5th year or longer	7.25

Includes:

Recreation Center Leaders	Playground Leaders	Lindenwood Naturalist
Day Camp Leaders	Life Guards	Theatre Attendant
Swimming Instructors	Ice Arena Attendant	Tennis Instructors
Golf Course Cashiers/Starters	Sports Instructor	



**III. Supervisor/Manager Positions**

	<u>1997</u>
1st year	7.75
2nd thru 4th year	8.00
5th year or longer	8.25

Includes:

Program Supervisors	Sports Supervisor	Pool-Head Lifeguard
Theatre Asst. Mgr	Tennis Supervisors	
Zoo Supervisors	Day Camp Asst. Manager	
Golf Course Asst. Manager	Recreation Site Supervisors	

**IV. Specialized Positions - Wage Rate \$9.00 - \$13.00**

Pay rate established upon recommendation of Supervisor or Superintendent and approval by Director of Parks and Recreation.

Includes:

Aquatic Ctr. Manager	Recreation Specialist
Day Camp Manager	Hurshstown Manager
Aquatics Supervisor	Lindenwood Manager
Hockey Program Director	Theatre Technician
Theatre Manager	Sports Coordinator
Special Events Coordinator	Playground Supervisor
Campground Manager	

NOTES: Aquatics Incentives  
 Water Safety Instructor

Add Per Hour  
 .25



Read the first time in full and on motion by Crawford,  
and duly adopted, read the second time by title and referred to the Committee on Finance,  
(and the City Plan Commission for recommendation)  
and Public Hearing to be held after due legal notice, at the Common Council Conference  
Room 128, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_,  
the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_  
o'clock \_\_\_\_\_ M., E.S.T.

DATED: 4-22-97

Read the third time in full and on motion by \_\_\_\_\_  
and duly adopted, placed on its passage. PASSED  
by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>7</u>		<u>2</u>	
BENDER	<u>✓</u>			
CRAWFORD	<u>✓</u>			
EDMONDS	<u>✓</u>			
HALL	<u>✓</u>			
HAYHURST	<u>✓</u>			
HENRY	<u>✓</u>		<u>✓</u>	
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>		<u>✓</u>	
SCHMIDT	<u>✓</u>			

DATED: 5-13-97

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana,

as (ANNEXATION) \_\_\_\_\_ (APPROPRIATION) \_\_\_\_\_ (GENERAL) \_\_\_\_\_ (SPECIAL) \_\_\_\_\_

(ZONING) \_\_\_\_\_ ORDINANCE \_\_\_\_\_ RESOLUTION NO. S-41-97

on the 13th day of May, 1997

ATTEST: \_\_\_\_\_ SEAL \_\_\_\_\_  
SANDRA E. KENNEDY, CITY CLERK \_\_\_\_\_ THOMAS P. HELMKE  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the  
14th day of May, 1997,  
at the hour of 11:00 o'clock PM, M. E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 15th day  
of May, 1997, at the hour of 1:00  
o'clock PM M., E.S.T.

PAUL HELMKE, MAYOR

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LAW DEPARTMENT MEMORANDUM

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TO: MEMBERS OF COMMON COUNCIL  
FROM: J. TIMOTHY MCCAULAY, CORPORATION COUNSEL  
SUBJECT: AMENDMENT TO 1997 SALARY ORDINANCE  
DATE: APRIL 21, 1997

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Pursuant to IC 36-4-7-3, IC 36-8-3-3(d) and by the City Classification System established by Ordinance No. S-34-73, part-time, temporary part-time and seasonal positions have been added to the 1997 Salary Ordinance as outlined in Section 3, exhibits B and C.

REDLINED PAGE TO REFLECT CHANGES  
BILL NO. S-97-04-

SPECIAL ORDINANCE NO. G-\_\_\_\_\_

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WHEREAS, the 1997 Ordinance No. S-69-96 which fixes the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne is amended to add part-time positions; and

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

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SEE EXHIBITS "A," "B," AND "C" ATTACHED HERETO AND MADE A

PART HEREOF IN ITS ENTIRETY

~~This~~ These scales, as reflected on Exhibits "A," "B," and "C" ~~is~~ are an attempt to maintain an orderly, consistent and competitive pay policy. Actual adjustments in



## **DIGEST SHEET**

**TITLE OF ORDINANCE:        SPECIAL ORDINANCE**

**DEPARTMENT REQUESTING ORDINANCE:    HUMAN RESOURCES**

**SYNOPSIS OF ORDINANCE: Amend Special Ordinance S-61-95 as follows:**

- 1. Adds part-time positions to the Salary Ordinance.**

**EFFECTIVE OF PASSAGE:    Adds part-time positions to the Salary Ordinance.**

**EFFECT OF NON-PASSAGE:**

**MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS):**

**ASSIGNED TO COMMITTEE (PRESIDENT):**

BILL NO. S-97-04-13

*Hold till  
5-13-97*

REPORT OF THE COMMITTEE ON FINANCE

JOHN N. CRAWFORD - DONALD J. SCHMIDT - CO-CHAIR  
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON FINANCE TO WHOM  
WAS REFERRED AN (ORDINANCE) (~~XXXXXXXXXX~~) amending Special  
Ordinance No. S-69-96 which fixes the salaries of each and every  
appointed officer, employee, deputy assistant, departmental and  
institutional head of the Civil City and City Utilities of the  
City of Fort Wayne, Indiana for the year 1997

HAVE HAD SAID (ORDINANCE) (~~XXXXXXXXXX~~) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (~~XXXXXXXXXX~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

*John N. Crawford*

*Debbie Hall*

*Robert Ravino*

*Mark A. B...*

*Cletus Edwards  
by S.K.*

*John J. H...*  
*Mike...*  
*Thomas...*

DATED: *5-13-97*

Sandra E. Kennedy  
City Clerk